



Choctaw Health Center

Public Health Services
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

MISSISSIPPI BAND OF CHOCTAW INDIANS JOB ANNOUNCEMENT #082110

POSITION TITLE: Public Health Nurse/Nurse Educator
(2) Positions

SALARY: Tribal Pay Scale Grade 13

SUPERVISOR: Director, Public Health Services

JOB LOCATION: Choctaw Health Center-Public Health Services

TYPE OF EMPLOYMENT: Regular, Full Time, Non Exempt, Non Essential

OPEN DATE: SEPTEMBER 04, 2020 | SEP 04 2020

CLOSE DATE: SEPTEMBER 18, 2020 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

Mission Statement: The Mission of the Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.

Vision Statement: Our Vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 in Neshoba County, Mississippi, on the Mississippi Band of Choctaw Indian Reservation. The Mississippi Band of Choctaw Indians' tribal reservation consists of eight communities of Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, Tucker, and one community in Henning, Tennessee. The CHC service population is approximately 10,000 tribal members. The service area is a ten county area in East Central Mississippi. The CHC is a 180,000 square foot comprehensive health care facility with three satellite clinics in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. Services of the clinic are provided to infants,

pediatrics, adolescents, adults, and geriatric patients.

GUIDANCE AND SUPERVISION:

The Public Health Nurse/Nurse Educator (PHN/NE) functions with minimal day-to-day supervision in the performance of traditional public health nursing services and assumes responsibility for tasks included within a nurse's role. The PHN/NE will devote part of PHN/NE activities in Community Infection Control.

WORK ENVIRONMENT:

Work is performed in a rural environment. The Public Health Nurse/Nurse Educator may be required to work more than eight hours per day to carry out some evening duties. The PHN/NE will be based in the Pearl River Community, Choctaw Health Center, but will be required to travel to other Choctaw Reservation Communities on a regular basis to fulfill duties of this position. There is common exposure to contagious disease(s). The Public Health Nurse/Nurse Educator may cover nursing duties and responsibilities at the outlying clinics, as needed.

DUTIES AND RESPONSIBILITIES:

1. Plans and implements a comprehensive Public Health Nursing program in the Choctaw communities, to include preventive health & wellness, care of the ill & sick on a demonstration basis, and communicable disease control.
2. Promotes continuity of care by providing guidance, teaching, and demonstration in home visits, nursing in-service training, classes, clinics, and participates in community development programs with emphasis on health.
3. Focuses on case finding, assesses family needs, identifies individual nursing, medical and social needs, Guides families towards self-help in recognition and solution of physical, emotional, and environmental health problems.
4. Establishes an organized plan for making home visits, and develops criteria for selection of families to be visited.
5. Plans and provides instruction to other Public Health personnel in preventive health & wellness, care of the sick, first aid, and growth & development of children.
6. Maintains appropriate records, prepares monthly and quarterly reports, initiates follow-up referrals, and makes small studies of program activities as a part of evaluating categorical services.
7. Participates in in-service nurse education programs for community and hospital personnel.
8. Cooperates and plans with State and County Health Agencies to provide extension

of services to Native American groups through specialty clinics and screening activities.

9. As a member of the Public Health Services team, the Public Health Nurse participates in the planning for the establishment of priorities in health needs and health screenings in the community.
10. Interprets public health principles and the role of the Public Health Nurse to Tribal groups and all medical personnel.
11. Provides technical support to Community Health Technicians develops active plans and does follow-up on communicated plans.
12. Helps to establish health programs and public health education based on the established priorities and the social & cultural needs of the community.
13. Provides counseling, guidance, and training in various phases of health maintenance & prevention of disease to patients, families, and other members of the health team.
14. Do continuous tuberculosis program monitoring and evaluation; suggesting changes to the TB Control Team based on findings.
15. Plans and assists with monthly tuberculosis chest evaluation clinics at Choctaw Health Center.
16. Arrange for the appropriate care of all TB patients and contacts.
17. Plan and assist in group tuberculosis screening of reservation residents and do follow-up on all positives.
18. Plan, coordinate and attend all TB Control Team meetings.
19. Must attend the TB course at Denver's National Jewish Hospital. If certification paid by CHC, it will be a mandatory one (1) year of healthcare service to the facility.
20. Required to attend the TB Update and Certification Course offered by the Mississippi State Department of Health. If certification paid by CHC, it will be a mandatory one (1) year of healthcare service to the facility.
21. Plan and assist with monthly Sexually Transmitted Infection/HIV program meetings at Choctaw Health Center.
22. Arrange for the appropriate care of all STI/HIV patients and contacts. Coordinate with the other CHT on patient follow-up with positives cases.
23. Enters and maintains all patient information in the patient's electronic health record (EHR) on the CHC EHR System.
24. Promotes continuity of care by providing guidance, teaching and demonstration in home visits, nursing in-service training, classes, clinics, and participates in community development programs with emphasis on health.
25. The Public Health Nurse/Nurse Educator makes a continuing effort to increase her skills and knowledge, and to increase the quality of care in the community.
26. In addition to a full range of traditional Public Health Nursing services, the PHN will

assume other duties as assigned by the Director, Public Health Services.

PROFESSIONAL REQUIREMENTS

1. Adhere to dress code , appearance is neat and clean.
2. Maintain patient confidentiality at all times.
3. Report to work on time and as scheduled.
4. Wear identification while on duty.
5. Maintain regulatory requirements, including all state, federal and local regulations.

QUALIFICATIONS:

1. Must have current registration/licensure as a professional nurse (RN) in the State of Mississippi. (ATTACH COPY/PROOF TO APPLICATION)
2. Minimal educational requirement: Basic registered nursing program must have been completed in a program approved by the Mississippi State Department of Education, or one approved by a legally designated state accrediting entity, at time of completion. (ATTACH COPY OF DEGREE/PROOF TO APPLICATION)
3. Must have current BLS, ACLS, PALS certification. (ATTACH COPY/PROOF TO APPLICATION.) If certification paid by CHC, it will be a mandatory one (1) year of healthcare service to the facility.
4. Must be willing to travel extensively. Must possess adequate transportation, auto liability insurance, and a valid driver's license. (ATTACH COPY/PROOF TO APPLICATION)
5. Should have basic computer skills. Some knowledge of data entry and word processing (Microsoft Word, Excel, Power Point, etc.) will be helpful in this position.
6. Length of experience is not of itself qualifying. The applicant's work experience must be of quality and scope sufficient to enable applicant to perform the duties of the position. Applicants will be evaluated on such factors as planning, organizing, communicating, decision-making, and directing. All other factors being equal, preference will be given to persons whose experience most closely relates to the work planned for the person holding this position.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw
Amended on: December 4, 2017

Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350**